

DEPARTMENT OF SOCIAL SERVICES

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January 25, 1985

ALL-COUNTY LETTER NO. 85-11

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY AUDITORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide time study instructions for the January-March 1985 quarter. Included are instructions applicable to the Adoptions Programs, Emergency Response Program and the Refugee Resettlement/Cuban-Haitian Entrant Program.

Social Services Worker Time Study - DFA 46

Adoption Program

This Department has become aware of time study inconsistencies occurring in the Adoption Program as a result of the implementation of the Adoption Assistance Program (AAP) and Title IV-E federal reporting requirements. This is to reiterate the time study instructions implemented in All-County Letter (ACL) 83-113, dated November 1, 1983. The ACL describes in detail the following general instructions.

Counties are to separate and identify time spent on foster care activities performed by adoption workers from the time spent on adoption activities. The worker's activities are further differentiated based on the child's federal eligibility and case status. The activities performed by an adoption worker to maintain the child in foster care placement are foster care activities and are to be reported to the appropriate Child Welfare Services (CWS) Program. In addition, counties are to separately identify activities necessary for the administration of AAP.

Adoption activities are funded 100 percent, subject to the Adoption Program allocation. Foster care activities are funded at 75 percent reimbursement and applied against the county's CWS Block Grant allocation.

Incorrect time studying between these two funding sources distorts the efficiency standards of the Adoption Program. If, in the future, the adoption allocation is based on performance indicators, counties time studying foster care activities to the adoption program may be financially disadvantaged.

Emergency Response

This is to clarify instructions regarding emergency responses for children in Family Maintenance, Family Reunification or Permanent Placement.

Time spent by Social Services staff and first-line supervisors providing in-person responses to reports of child abuse, neglect or exploitation for children in Family Maintenance, Family Reunification, or Permanent Placement should be charged to Emergency Response. This clarification conforms to the statistical reporting for Emergency Response as described in the Manual of Policy Procedures Section 26-518. The Social Services Worker Time Study (DFA 46) instructions will be expanded in May to include this clarification.

Eligibility and Nonservice Time Study - DFA 43Refugee Resettlement/Cuban-Haitian Entrant Programs

This is to remind counties that the separate identification of the Refugee Resettlement and Cuban/Haitian Entrant Programs is no longer required by the Federal Government (ACL 84-108). As a result, effective with the January-March 1985 quarter, the Refugee Resettlement Program lines (Medical Assistance, AFDC, GR and Non-AFDC, County Medical Services) on the DFA 43, Eligibility and Nonservice Time Study have been revised to include the related components of the Cuban/Haitian Entrant Program.

Any questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.



ROBERT T. SERTICH
Deputy Director
Administration

cc: CWDA